



Sheriff Clerk

Yellowstone County

Equal Opportunity Employer



*Yellowstone County encourages applications
from diverse candidates
and candidates who support diversity.*

Posting Date: May 30, 2019

Department: Sheriff's Department

Hours: M-F; 9:30 am – 5:30 pm*

Grade: C **Salary:** \$13.16/hour

***May include weekends, holidays, and forced overtime**

FLSA: Non-Exempt

ACCEPTING APPLICATIONS UNTIL 5:00 PM ON JUNE 12, 2019

FUNCTION:

Performs a wide variety of clerical and administrative support duties in the Sheriff's office; does related work as required. This position will be the primary backup for Warrants & Orders of Protection entry along with occasional front desk coverage.

The ability to remain calm in stressful situations; considerable patience and tact while interacting with citizens who may become or are frequently angry, confused and/or hostile. Ability to type and make computer data entries at reasonable rate of speed; handle multiple phone calls and frequent work interruptions and remain flexible and tolerant under changes in workloads. The Sheriff's Department is a 24-hour a day operation. Must be able to work weekends, holiday and forced overtime.

MINIMUM QUALIFICATIONS:

- Graduation for high school or GED; **and**
- One (1) years' experience in the performance of multifaceted office support or detailed secretarial duties including data entry, visitor reception tasks and answering multi-line phones; **or**
- Any equivalent combination of education and experience.

CERTIFICATIONS:

- CJIN/NCIC certification within six (6) month probationary period.

Job description available upon request.

TO APPLY:

Submit by 5:00 pm on June 12, 2019:

1. **County Application**
2. **Resume**
3. **Names, addresses and phone numbers of three (3) employment-related references**

To: Human Resources, Room 106, Yellowstone County Courthouse or to Montana Job Service, 2121 Rosebud Drive, Billings, MT. **Late or incomplete materials will not be considered.**

Download application at www.co.yellowstone.mt.gov

Applicants who require special accommodation due to disability should contact the Human Resources Office at 256-2705.

NOTE: If this position becomes available within 90 days, the same applicant pool may be considered.